



**Completeness Review
For
FORMAL APPLICATION FOR CHANGE OF ZONING**

For Office Use Only		
Date Application Submitted:	Date Application Reviewed:	Date Application Certified by staff:

As per Section 35-402 of the Unified Development Code, a completeness review of all applications is required. Section 35-421(c) requires a review to be conducted within 2 working days of submittal.

Proper staff review of the application is dependent upon the accuracy of the information provided. Any inaccurate or inadequate information provided by the applicant or agent may delay the review and /or cause the application to be returned. Upon certification that the application is complete and payment of required fees has been received, the application will be forwarded for review and recommendation.

A complete application package shall be submitted to the Development Services Department. The package shall consist of all items below, as outlined in Appendix B and Appendix C of the Unified Development Code, and shall be submitted prior to commencement of the completeness review.

- ☐ Name, address, telephone number, (E-mail address, if applicable) of applicant and property owner
- ☐ Authorization signature and/or letter from property owner, if applicable
- ☐ Location and address of subject property, including legal description (Lot, Block and NCB number, and/or field notes/metes and bounds description (If requesting multiple zoning districts, provide legal description per zoning district)
- ☐ Total acreage (If requesting multiple zoning districts, provide acreage per zoning district)
- ☐ Book and Page Number as recorded by Bexar County Clerk's Office
- ☐ Description of Deed Restrictions, if applicable
- ☐ Current and Requested Zoning District(s)
- ☐ Statement and purpose for Zoning Change Request
- ☐ Zoning exhibit illustrating all dimensions of property, streets, easements (Digital form, if applicable)
- ☐ Site Plan, if requesting Specific Use Permit
- ☐ Map detailing all properties within 200 feet of proposed zoning change, if applicable
- ☐ Typed list of all property owners and addresses within 200 feet of proposed zoning change, or fee required
- ☐ Completed Traffic Impact Analysis Threshold Worksheet signed by Traffic Division
- ☐ Traffic Impact Analysis, if required (must be submitted with application)
- ☐ Appropriate Fees

NOTE: All applications within the Edwards Recharge Zone District are to be reviewed by San Antonio Water System. SAWS will schedule applications for Public Hearing. All applications within the Airport Awareness Areas, including International and Stinson Airports, are to be reviewed by the Aviation Department.



FORMAL APPLICATION FOR ZONING CHANGE

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A complete application package shall be submitted to the Development Services Department. The package shall consist of all items as indicated in the Completeness Review Checklist outlined in Appendix B and Appendix C of the Unified Development Code, and shall be submitted prior to commencement of the completeness review.

ZONING CHANGE PROCESS:

- **Processing Time For Applications:** Approximately 45 to 65 days. Cases that require environmental reports due to the property being over the Edward's Recharge Zone or due to the proposed use involving chemical manufacturing or processing will require additional days for preparation of the report by the appropriate agency. Cases within the Airport Awareness Zone Areas will require additional days for review by the Aviation Department.
- **Public Hearing Process:** A change in zoning classification entails two public hearings: one conducted by the Zoning Commission and one by the City Council. The applicant and or his representative must be present at both hearings to explain the purpose for the requested zoning change. If no one is present at the public hearings to explain the request, the zoning change may be denied or postponed. In the event of a postponement, the applicant will be assessed a postponement fee before the request is rescheduled.
- **Scheduled Meeting for application:** The application will be set for the next available Zoning Commission meeting after the Completeness Review has been completed and the application has been approved for submittal. The deadline date for filing a **complete application** is **4:30 PM Friday**, 32 days prior to the Tuesday public hearing date.
- **Schedule and Purpose of Zoning Commission Meetings:** The Zoning Commission meets on the first and third Tuesdays of the month at 1:00 PM in the Board Room at 1901 South Flores. The hearing provides an opportunity for the proponents and opponents of a request to voice their opinions on the proposed change. After hearing the issues raised at the hearing and receiving a recommendation from the Development Services Department staff, the Commission will render a decision in the form of a recommendation to the City Council.
- **Schedule and Purpose of City Council Meetings:** The City Council hearings are scheduled for 2:00 PM on the second and fourth Thursday of the month, in the City Council Chambers in the Municipal Plaza Building at 103 Main Plaza. The public hearing allows the City Council an opportunity to hear facts relative to the pending request. The City Council has the final decision on zoning changes and will render a decision at the hearing to approve/deny in total, or in part, the requested change. If a change is approved, and ordinance is passed amending the official zoning map to reflect the new classification.
- **It is important that the applicant or his/her representative be present at the hearings to present their proposal and answer any questions from the Commission and Council.**



APPLICATION FOR ZONING CHANGE

APPLICANT, OWNER AND REPRESENTATIVE INFORMATION

NAME OF APPLICANT:			
ADDRESS:			
PHONE NO: HOME ()	WORK ()	FAX ()	EMAIL:
STATUS: OWNER () AGENT/OPTIONEE/LICENSEE ()			
NAME OF REPRESENTATIVE:			
ADDRESS:			
PHONE NO: HOME ()	WORK ()	FAX ()	EMAIL:
NAME OF PROPERTY OWNER:			
ADDRESS:			
PHONE NO: HOME ()	WORK ()		
I, _____, the owner of the property to be considered, give _____ permission to submit this application.			

DESCRIPTION OF PROPERTY TO BE REZONED

ADDRESS OR BLOCK NUMBER SUBJECT PROPERTY:	
City Council District:	Ferguson Map Number:
LEGAL DESCRIPTION (attach exhibit of property): (If requesting multiple zoning districts, provide legal description per zoning district.)	
LOT: _____	BLOCK: _____ NCB: _____
TOTAL ACREAGE: (If requesting multiple zoning districts, provide acreage per zoning district.)	
CURRENT ZONING (FROM): _____ REQUESTED ZONING (TO): _____ (A Statement and Purpose for Zoning Change Request is required. A Site Plan is required for Specific Use Permits. (Page 4 for details.)	
EXISTING USE OF PROPERTY:	
I HAVE READ, EXAMINED, AND COMPLETED THIS APPLICATION AND KNOW THE INFORMATION I HAVE PROVIDED TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS APPLICATION WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A ZONING CHANGE DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING THE USE OF THE PROPERTY.	
SIGNATURE OF APPLICANT:	DATE:



STATEMENT AND PURPOSE FOR ZONING CHANGE REQUEST:

The statement and purpose for a zoning change request should include the following information in order to determine if the proposed zoning is appropriate for the site for which it is requested and whether it meets the following findings:

- Reason for requesting change of zoning and description of all activities.
- Statement that the request is consistent and compatible with the City's Master Plan or specific Neighborhood Plan.
- Statement that the request will not substantially nor permanently injure the property rights of the owner(s) of all real property affected by the proposed change in zoning.
- Statement that the request does not adversely affect the health, safety, and welfare of the general public.

Statement and Purpose for Zoning Change Detailed Below or attached:



TRAFFIC IMPACT ANALYSIS THRESHOLD WORKSHEET AND REPORT:

- A Traffic Impact Analysis determination from the Traffic Division must be submitted with the application. No applications will be processed until the Traffic Division determines whether a traffic impact analysis is required. If it is determined that an analysis is required, no application will be processed until such analysis is submitted and accepted to the Traffic Division. Their offices are located at 1901 S. Alamo. (Refer to Page 10 of application for Worksheet.)

SITE PLAN REQUIREMENTS FOR SPECIFIC USE PERMITS

- The applicant shall provide 15 folded prints (to scale 1"=100 feet, drawn numerically with graphic scale) and computer disk of the proposed Specific Use. One 8 ½" by 11" reduced copy of the plan shall also be provided.
- The site plan requires the following minimum information:
 - A) square footage of all buildings and structures;
 - B) the approximate location and area of impervious cover for non-residential uses, multi-family dwellings, and any portion of a site located within the ERZD;
 - C) square footage of all paved or otherwise hard surfaced streets, parking facilities, including curb and gutters, walks, loading areas, and asphalt or concrete aprons for solid waste containers, signs or outdoor mechanical equipment;
 - D) setbacks;
 - E) off-street parking and loading areas and structures, including the number of spaces, dimensions of spaces and aisles, and landscaping for parking areas;
 - F) location, dimensions, and type of walls, fences (other than fences on private residential lots) and landscaping;
 - G) proposed and existing driveways, proposed and existing sidewalks and other proposed and existing infrastructure, at, or below grade, showing the proposed and existing physical layout, dimensions and other relevant information;
 - H) intended use of the property to which the current and proposed improvements relate;



TIME LIMITATIONS:

- If the Zoning Commission recommends approval, the applicant should contact the Development Services Department to set a date for the pending application to be considered by the City Council. There is a separate filing fee for the City Council hearing. If the Zoning Commission recommends denial of the application, in total or in part, the applicant may appeal the decision to City Council. To appeal a Zoning Commission recommendation of denial, the applicant must file a letter of appeal with the Director of Development Services. Again, it is necessary that the filing fee be paid prior to the setting of the City Council hearing.
- The recommendation of the Zoning Commission must be presented to the City Council within six months from the date of the Commission's final consideration. In the event the applicant fails to present the application for rezoning to the City Council within the prescribed period, a new original application and fees shall be required and may be submitted to the Zoning Commission for consideration after six months.
- No new application may be filed within 6 months of a previous application, which was considered by the Zoning Commission on the same parcel of land or any portion thereof.
- No application for the rezoning of any lot, lots, or block of land situated in the city shall be received or filed with the Zoning Commission of the city and no hearing held, if within one (1) year prior to the City Council, after consideration and hearing, had denied an application for rezoning of the same property.

ZONING COMMISSION OR CITY COUNCIL PROCEDURE FEES(EFFECTIVE OCT. 1, 2001):

- Payment of filing fees in accordance with the fee schedule below is required with submittal of the application. The fees cover the cost of processing the application, mailing public hearing notices, advertisement in the Commercial Recorder and the hearings before the Zoning Commission and City Council.

SIZE	COMMISSION	COUNCIL	TOTAL	ERZD Environmental Impact Fee	ERZD TOTAL
0 TO 0.5 ACRES	\$350.00	\$350.00	\$700.00	\$525.00	\$1,225.00
0.501 TO 5.0 ACRES	\$715.00	\$715.00	\$1,430.00	\$1,072.50	\$2,502.50
5.01 TO 10.0 ACRES	\$890.00	\$890.00	\$1,780.00	\$1,335.00	\$3,115.00
10.01 TO 25 ACRES	\$1,070.00	\$1,070.00	\$2,140.00	\$1,605.00	\$3,745.00
25 ACRES OR MORE	\$1,260.00	\$1,260.00	\$2,520.00	\$1,890.00	\$4,410.00
Conditional District	Acreage fee above plus \$160.00	_____		_____	

ZONING POSTPONEMENT REQUEST FEE: \$405.00

ZONING SITE VERIFICATION FEE: \$210.00

NOTIFICATION LIST FEE: \$100.00

ENVIRON. IMPACT FEE = 1.5 x ZONING COMM FEE

ZONING VERIFICATION FEE: \$135.00

UNDERGROUND STORAGE TANKS TRANSITION ZONE FEE = ZONING COMMISSION FEE.



DISCUSSION WITH ZONING COMMISSIONERS/ CITY COUNCILMEMBERS/ AND NEIGHBORHOOD ASSOCIATIONS:

- It is very important that you contact the City Council person and the Zoning Commission member of the district in which your case is located. City Council has the final decision on all applications for a change in zoning, therefore it is important that you contact the City Council person of the district. Your application can be denied or postponed if the city Council person or the Zoning Commission member is not aware of your request. If the case is postponed, a postponement fee of \$405.00 may be assessed before the petition is rescheduled. The names and telephone numbers of the City Council and Zoning Commission members are shown below. If the applicant initiates a request for postponement of the petition after it has been advertised, a postponement fee will be assessed before the petition is rescheduled.
- Also it is important that you inquire as to any neighborhood association in which your property may be located. Staff will provide you with the name of the neighborhood association.

CITY COUNCIL DISTRICT	CITY COUNCIL MEMBERS	PHONE #	ZONING COMMISSION MEMBERS	PHONE #
MAYOR	PHIL HARDBERGER	207-7060	JIM GRAY	828-1155
1	ROGER O. FLORES	207-7279	MICHAEL WESTHEIMER	471-1339
2	SHELIA D. McNEIL	207-7278	JURETTA MARSHALL	661-2480
3	ROLAND GUTIERREZ	207-7064	DON GADBERRY	385-8938
4	RICHARD PEREZ	207-7281	HENRY R. AVILA*	521-7887
5	PATTI RADLE	207-7043	EIGNIO RODRIGUEZ	355-6754 (Cell)
6	DELICIA HERRERA	207-7065	CHRISTOPHER R. MARTINEZ	433-9999
7	ELENA GUAJARDO	207-7044	JODY SHERRILL**	521-9058
8	ART A. HALL	207-7086	DR. MORRIS A. STRIBLING, D. P. M. +	224-9214
9	KEVIN WOLFF	207-7325	SUSAN WRIGHT	490-4716
10	CHRISTOPHER (CHIP) HAASS	207-7276	ROBERT R. ROBBINS	655-4226

* CHAIRPERSON

** VICE-CHAIRPERSON

+ PRO-TEM

‡ Includes a 3% surcharge to fund development services improvements.



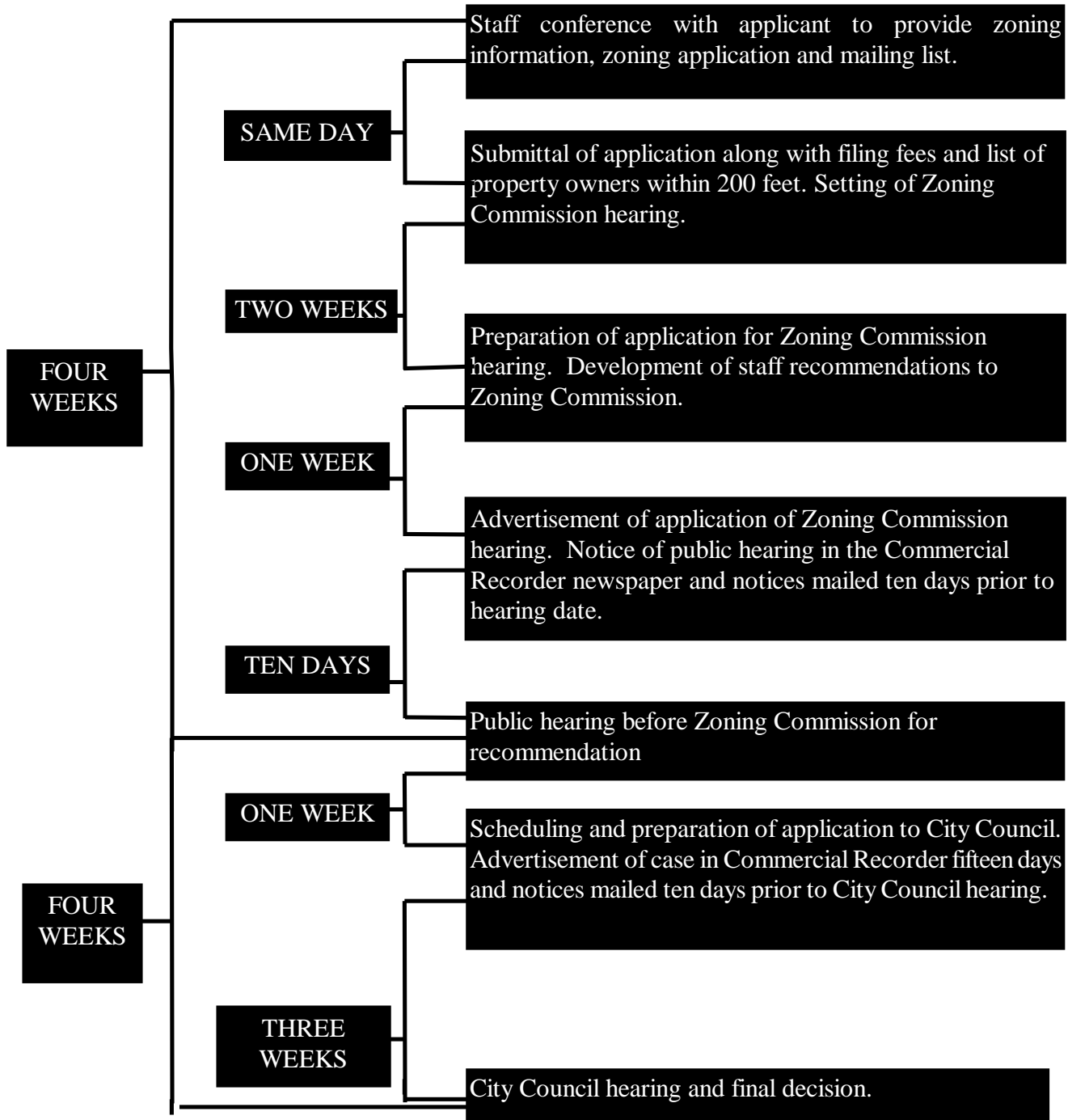
Zoning Case #: _____

MAILING LIST AND MAP OF PROPERTY OWNERS WITHIN 200 FEET

- A typed list of all property owners and addresses within 200 feet of the proposed zoning changes or payment of the appropriate fee is required. Additionally, a map detailing all properties within the 200 feet is required if the applicant chooses to submit a list. Please print/type, below, names and addresses of the applicant, representative, property owners, and all owners of all property within 200 feet of the subject site listed with Bexar County Appraisal Rolls (as indicated on the map you are providing). Make copies as needed.

[illegible]

ZONING PROCESS FLOW CHART



**(A sign of rezoning will be placed on your property.
Do not remove the sign until action has been taken by City Council.)**

**Department of Development Services, 1901 S. Alamo
San Antonio, Texas 78204
e-mail: www.sanantonio.gov/dsd**

Traffic Impact Analysis (TIA) Threshold Worksheet

Complete this form as an aid to determine if your project requires a Traffic Impact Analysis, as per City Code, Section 19-69.

Project Name: _____

Location: _____

Applicant: _____ ☐ Owner or Agent ☐

Address: _____ Phone Number: _____

Box A (Original Zoning)

Existing Zoning	Project Size			Peak Hour?	Peak Hour Trip Rate (ITE)	Peak Hour Trips	Trip Rate Source
	Acres	GFA * 0.25	other*				

*specify: _____

Box B (Proposed Zoning)

Proposed Zoning	Project Size			Peak Hour?	Peak Hour Trip Rate (ITE)	Peak Hour Trips	Trip Rate Source
	Acres	GFA * 0.25	other*				

*specify: _____

Proposed Peak Hour Trips – Original Peak Hour Trips = _____ (Level 1 TIA required for 100 – 499 PHT, Level 2 TIA: 500 – 1000, Level 3 TIA: over 1,000 PHT)

Box D (Information Regarding the Person/Agency, who prepared the TIA)

Prepared by: _____	Date: _____
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Box E (For Official Use Only, Do Not Write in this Box)

	A traffic impact analysis is required. The consultant preparing the study must meet with City staff to discuss the scope and requirements of the study.
	A traffic impact analysis is <u>not required</u> . The traffic generated by the proposed development does not exceed the threshold requirements.
Comments: _____	
Reviewed by: _____	
Date: _____	

NOTE: GFA = Gross Floor Area (bldg. size). ITE = Institute of Transportation Engineers, *Trip Generation*, 7th Edition. 1099 14th St. NW, Suite 300 West, Washington, DC 20005-3438; (202) 289-7722.

PEAK HOUR TRIP RATES FOR COMMON LAND USES

Land Use	Peak Hour	Peak Hour Trip Rate	%Entering %Exiting	ITE Code
Apartments, High Rise	PM	0.35 Per Unit	61/39	222
Apartments, Low Rise	PM	0.58 Per Unit	65/35	221
Automobile Care Center	PM	3.38 Per 1,000 Sq. Ft.	50/50	942
Automobile Parts and Service Center	PM	4.46 Per 1,000 Sq. Ft.	42/58	943
Automobile Sales (New)	PM	2.64 Per 1,000 Sq. Ft.	39/61	841
Bank with ATMs and Drive-Through	PM	45.74 Per 1,000 Sq. Ft.	50/50	912
Business Park	AM	1.43 Per 1,000 Sq. Ft.	84/16	770
Car Wash, Self Service	SAT	20.60 Per Wash Stall	50/50	947
Church	AM	0.72 Per 1,000 Sq. Ft.	54/46	560
Clinic	PM	1.23 Per 1,000 Sq. Ft.	41/59	630
Convenience Store (opens 15-16 hours)	PM	34.57 Per 1,000 Sq. Ft.	49/51	852
Convenience Store (opens 24 hours)	AM	67.03 Per 1,000 Sq. Ft.	50/50	851
Convenience Store with Gas Pumps	PM	60.61 Per 1,000 Sq. Ft.	50/50	853
Day Care Center	AM	4.91 Per 1,000 Sq. Ft.	53/47	565
Discount Store	AM	5.27 Per 1,000 Sq. Ft.	51/49	815
Drinking Place	PM	11.34 Per 1,000 Sq. Ft.	66/34	936
Golf Course	PM	0.30 Per Acre	34/66	430
Hospital	PM	1.18 Per 1,000 Sq. Ft.	33/67	610
Hotel	PM	0.70 Per Room	49/51	310
Industrial Park	PM	0.86 Per 1,000 Sq. Ft.	21/79	130
Industrial, Heavy	PM	2.16 Per Acre	N/A	120
Industrial, Light	PM	0.98 Per 1,000 Sq. Ft.	12/88	110
Manufacturing	PM	0.74 Per 1,000 Sq. Ft.	36/64	140
Mobile Home Park	PM	0.59 Per Unit	62/38	240
Motel	PM	0.58 Per Room	53/47	320
Movie Theater with Matinee	PM	102.87 Per Screen	58/42	444
Office Building, General	AM	1.55 Per 1,000 Sq. Ft.	88/12	710
Office Building, Medical-Dental	PM	3.72 Per 1,000 Sq. Ft.	27/73	720
Office Building, Single Tenant	AM	1.80 Per 1,000 Sq. Ft.	89/11	715
Office Park	AM	1.74 Per 1,000 Sq. Ft.	89/11	750
Pharmacy, without Drive-through	PM	8.42 Per 1,000 Sq. Ft.	50/50	880
Quick Lubrication Vehicle Shop	PM	5.19 Per Bay	55/45	941
Recreational Community Center	PM	1.64 Per 1,000 Sq. Ft.	29/71	495
Residential/Retail Mixed Private Development (PUD)	PM	0.62 Per Unit	65/35	270
Residential, Single Family	PM	1.01 Per Unit	63/37	210
Restaurant, Fast-Food (with Drive-Through)	AM	53.11 Per 1,000 Sq. Ft.	51/49	934
Restaurant, Fast-Food (without Drive-Through)	AM	43.87 Per 1,000 Sq. Ft.	60/40	933
Restaurant, High Turnover	SAT	20.00 Per 1,000 Sq. Ft.	63/37	932
Restaurant, Quality	SAT	10.82 Per 1,000 Sq. Ft.	59/41	931
School, Elementary	AM	0.42 Per Student	55/45	520
School, High	AM	0.41 Per Student	69/31	530
School, Middle/Junior High	AM	0.53 Per Student	55/45	522
Service Station, with Convenience Market (with Car Wash)	PM	13.33 Per Fueling Position	50/50	946
Service Station, with Convenience Market (without Car Wash)	PM	96.37 Per 1,000 Sq. Ft.	50/50	945
Shopping Center	PM	3.75 Per 1,000 Sq. Ft.	48/52	820
Specialty Retail Center	AM	6.84 Per 1,000 Sq. Ft.	48/52	814
Supermarket	PM	10.45 Per 1,000 Sq. Ft.	51/49	850
Video Rental	PM	13.60 Per 1,000 Sq. Ft.	46/54	896
Warehousing, General	PM	0.47 Per 1,000 Sq. Ft.	25/75	150
Warehousing, Mini	PM	0.26 Per 1,000 Sq. Ft.	51/49	151